

Getting Organized

Grade Level	Sixth
Minimum Time Required	45 Minutes
Materials/Resources	"Getting Organized" Worksheet
Subject Area(s)	Guidance

Project Description:

1. One of the major problems students face in adjusting to middle/junior high school is keeping lockers, materials and assignments organized. Giving students tips on organization may prove extremely valuable to them.
2. Discuss with the students: "What are some of the ways in which middle school will be different from elementary school?"

The following should be included:

- a) using a locker
 - b) changing classes
 - c) many different teachers
 - d) more homework
 - e) more tests
3. Distribute the worksheet "Getting Organized." Read the material together with students. Discuss what it means to be "well-organized." Ask the students to rate themselves on organizational abilities on a 1-5 scale, by holding up that many fingers. (1 being poorest: 5 being very organized.)
 4. Ask: "Which of the tips included on these pages are things that would help you right now?" Relate the locker tips to keeping a desk clean.
 5. Challenge the students to be organized enough to keep this worksheet safe until the last day of school and then keep them with other middle school materials over the summer.
 6. For the last five minutes of class, allow students to clean out their desks so they look the way they will want their locker to look next year.
 7. Have the students write a personal plan on how to become better organized.

Career Development Standard	Understanding the relationship between work and learning.
Career Development Indicator	Demonstrate effective learning habits and skills.
Delivery Level	Review
Academic Standards	
Language Arts	1.1.c Use prior knowledge and experience to interpret and construct meaning from various texts. 4.1.b Present oral information in a logical and coherent manner. 4.2.c Use recognized conventions/mechanics of language in personal communication.
Employability/SCANS Skills	Thinking Skills, Basic Skills
Assessment/Rubric	The students will be evaluated on writing assignments.

Getting Organized Worksheet

Your Locker:

1. Don't be afraid to use your locker—which's why they are there.
2. Plan ahead when you will go to your locker,—go when you have a class that is close by, or when it is on your way somewhere. Don't try to go every period. Most middle schools have a rule for using the locker. This rule is to help you be a good, responsible school citizen.
3. Clean out your locker regularly.
4. Organize your locker—put books in order of your schedule or line them up according to size so you can find them quickly.
5. Try rolling your jacket, so that it doesn't hang in your way or take too much room.
6. When you have an organized plan for your locker, always put things back in that order. Make it a habit.

At School:

1. Use a book bag or notebook to carry all your papers and books.
2. Use pocket folders or dividers with tabs in a notebook to keep each subject separate.
3. Use pencil holders to keep pencils, pens, or rulers.
4. Write down assignments when they are given in a spiral notebook, or on homework assignment sheets.

At Home:

1. Before studying, always have all your supplies, paper, sharpened pencils, and books ready at your study place.
2. Set aside a regular time to study or review work every night.
3. Choose a quiet, well-lighted place—no loud noises, TV, etc.
4. Make a habit of bringing home your homework folder or notebook with assignment sheet in it every night. Look at it every day before you leave school to see what homework you have.
5. When you finish with homework put it back in your notebook so it won't get lost or fall out.
6. Before you go to bed, set out all school supplies together in one spot. Decide what you will wear the night before. Since you will be prepared, you won't have to rush in the morning.